

Reports Retrieval

This action allows Air Force Recruiting Service (AFRS) to run various reports showing AFSC and class availability statuses, AFSC prerequisites, locked jobs, job enlistment options, and unsold class seats. The information derived from these reports resides in the MilPDS system at HQ AFPC. The information is viewed in "real time" format with updates being created by and for AFRS users.

Responsibility

HQ AFRS Job Bank, RS Group Operation Branches, RS Squadron Operation Branches, and RS MEPS LNCO will carry the responsibilities and privileges of running these reports.

Navigation Paths

Select Reports and Submit Process. Click the Open button or double-click each selection. The Submit Request window will appear.

Update Procedures

- Place the cursor in the Name field and click the LOV button. Select the appropriate report from the list and click the OK button. The Name field will populate with the name of the selected report.

Note: Certain reports will automatically produce another window requiring extra information. Update the required information and click the OK button.

- Click the Submit button. The concurrent process generating the report will activate.
- View and print the report: Click on the word "Help" located on the main menu, and select "View My Requests". The Requests window will appear.
- The Phase field will show pending, running or completed. If the status reflects any other status other than completed, click in the Phase field and press the F8 function key until it shows completed.
- Click the Report button. A completed report will appear.
- Click on the word File located on the main menu and select print to print the report.